

REQUEST FOR PROPOSAL FOR LTRC/TTEC

LTRC-11-22-2011

Geographic Information System (GIS) Training

PROBLEM STATEMENT

This Request for Proposal (RFP) is issued by the Louisiana Department of Transportation and Development (herein referred to as the DOTD) to Consulting Firms interested in providing Geographic Information System (GIS) training for DOTD employees and others. One Prime-Consultant (Consultant) will be selected for this contract. The Consultant may not subcontract the specified services without the written agreement of DOTD.

DOTD desires to improve the Geographic Information Training courses and abilities of its staff engaged in major transportation and infrastructure projects. As part of this effort, DOTD is seeking to provide a comprehensive training program to select DOTD staff.

SCOPE

- A. General. The Consultant will deliver materials for a number of Geographic Information System (GIS) training courses incorporating a classroom and hands-on practice. DOTD assumes that these courses will be a customization or adaptation of existing standard course offerings typically provided by the consultant to other agencies.
- B. Consultant will deliver additional classes of each course at the option of DOTD.

CONTRACT APPROACH

Specific Tasks: Specific tasks include, but are not limited to the following:

- (1) Learning Objectives: Consultant will design and provide training on-site that will prepare students for job related tasks regarding Geographic Information Systems (GIS) Training.
- (2) The training curriculum will cover the following course content including but not limited to the following;
 - (a) ArcGIS Desktop Level I
 - (b) ArcGIS Desktop Level II
 - (c) ArcGIS Desktop Level III
 - (d) Editing in ArcMap
 - (e) Linear Referencing
 - (f) Understanding Spatial Reference
 - (g) Making Better Maps in ArcGIS
 - (h) Working with ArcGIS Spatial Reference
 - (i) Advanced Labeling
 - (j) Arc Tool Box

- (k) Geoprocessing with Model Builder
 - (l) Intermediate Model Builder
 - (m) Introduction to Geoprocessing Scripts Using Python
 - (n) Intermediate Python
 - (o) Queries and Tables
- (3) The training curriculum will also need to cover the following course content including but not limited to the following;
- (a) Classroom instruction
 - (b) Hands-on instruction
- (4) Consultant will furnish all training materials, instructor equipment, visual aids, handouts, surveys, tests, etc. Consultant will be responsible for all instructor travel and lodging arrangements. DOTD will manage attendance/student registration functions and furnish the classroom.
- (a) Consultant will furnish a learning evaluation (test) to determine success of short term knowledge transfer; the evaluation will be provided to the DOTD program manager prior to the start of classes.
 - (b) Consultant will utilize an approved or DOTD provided, student completed instructor evaluation.
 - (c) Copies if completed tests and evaluations will be provided to the DOTD program manager not later than two weeks after completion of the course, unless an exception is approved by DOTD.
- (5) The consultant will provide a minimum of one qualified instructor in the room at all times.
- (6) The curriculum should be based on existing commercially available public course offerings, adapted and extended as appropriate to include DOTD specific processes and guidelines.
- (7) The curriculum for the DOTD staff will consist of a series of one, two and three day training classes for Geographic Information System (GIS) Training. The need for the number of classes and the locations will be determined by DOTD.

SPECIAL NOTES

The DOTD will provide the following services and facilities:

- A. Make all arrangements for the announcement of the course and the selection of students to attend the courses, and advise students regarding their admission and details pertaining to course schedule, dates, arrangements, and accommodations
- B. Prepare a roster of names and titles of students accepted for admission to the courses.
- C. Provide suitable classroom space to accommodate the maximum number of students to be admitted in the course presentation, without financial obligation on the part of the Consultant.

Project Deliverables

The Consultant will deliver to DOTD all completed course rosters indicating/verifying course attendance and all evaluations completed by the students. In addition, the consultant shall provide certificates to each student awarding Continuing Education Units (CEU's).

CONTRACT TIME

Contract time will be approximately 5 months. It is scheduled to begin on or about January 1, 2012 and end on June 30, 2012.

ESTIMATED COST

Any award resulting from this RFP shall not exceed \$43,720.00, which includes any direct expenses if, applicable.

PROPOSAL FORMAT

All proposals are required to be formatted according to the LTRC Manual of Research Procedures. Chapter 2 provides guidance on proposal development. A copy of the Manual may be downloaded from our website (<http://www/ltrc.lsu.edu/publications.html>).

PROPOSAL SELECTION

The Project Review Committee selected for this project will review, evaluate and rank all proposals received using the criteria established on the attached proposal review form.

DEADLINE FOR RECEIPT OF PROPOSAL

A copy of the proposal must be received by LTRC by the close of business day Friday, December 16, 2011.

Proposals should be submitted to:

Ms. Melissa A. Lee
Training and Development Program Manager
Transportation Training & Education Center (TTEC)
Louisiana Transportation Research Center (LTRC)
4099 Gourrier Avenue
Baton Rouge, LA 70808
Phone: 225-767-9155
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To equitably answer questions regarding this Request for Proposals, the Louisiana Department of Transportation and Development (LADOTD) website, <http://notes1/agrestat.nsf/WebAdvertisements?OpenPage> will be updated with questions and answers and related documents regarding the project. The LADOTD makes these documents available for informational purposes only to aid in the efficient dissemination of information to interested parties. The LADOTD does not warrant the documents against deficiencies of any kind. The data contained within this website will be periodically updated. Interested parties are

responsible to be aware of any updates. Questions regarding this RFP should be submitted in writing to the LTRC contact person. Questions must be received by close of business seven calendar days prior to deadline date.